

THIS VACANCY ANNOUNCEMENT IS BEING ISSUED UNDER THE FOLLOWING:
■ MERIT PROMOTION ■ EXCEPTED SERVICE EXAMINING ■ OPM DELEGATED EXAMINING



APPLICATIONS MUST BE SUBMITTED TO:
BILLINGS AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES
P.O. Box 36600 - 2900 FOURTH AVENUE, NORTH
BILLINGS, MONTANA 59107
FAX #: (406) 247-7251



NOTE: It is the Applicant's responsibility to ensure they have submitted a complete application.

Please refer to the "How to Apply" page for details.

One position to be filled with this vacancy announcement.

POSITION: Medical Officer (Family Practice) GS-602-15	LOCATION: Fort Belknap Service Unit Division of Clinical Services Harlem, Montana
SALARY: \$103,707 - \$133,850 per annum	
ANNOUNCEMENT NUMBER: FB-DEU-06-029	OPEN DATE: 05/17/06
	CLOSING DATE: Open Until Filled, 1 st Roster to be issued on or after 06/07/06

Position Status <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE <input type="checkbox"/> Term APPT NTE	Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time <input type="checkbox"/> Subject to Rotating Shifts <input type="checkbox"/> On-Call <input type="checkbox"/> Stand-By	Promotion Potential <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No To Grade: _____	Area of Consideration <input type="checkbox"/> Commuting Area <input type="checkbox"/> IHS Area <input checked="" type="checkbox"/> Government-Wide
Supervisory or Managerial <input checked="" type="checkbox"/> Yes* <input type="checkbox"/> No <small>*May require one year probationary period</small>	Government Housing May be available <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Travel <input type="checkbox"/> Frequent <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> No Traveling	Relocation <input checked="" type="checkbox"/> Travel and transportation expenses will be paid <input type="checkbox"/> Travel and relocation expenses will not be paid

WHO MAY APPLY

- Merit Promotion Plan (MPP):** Competitive Status employees, current permanent IHS employees or Reinstatement eligibles.
- Excepted Service Examining Plan (ESEP):** Individuals enrolled in a Federally Recognized Tribe. **NOTE:** If you are a current permanent IHS employee with Indian Preference you may be considered under the MPP and ESEP, if you indicate on your application your request to be considered under both plans. If candidate being referred is a current permanent Federal employee in the Competitive Service and is selected under this category, the selectee will be converted to an Excepted Service Appointment and required to sign a statement indicating that they voluntarily requested their application be considered under the ESEP and will be required to serve 3 years under the Excepted appointment in order to be converted to a competitive appointment and will be giving up any appeal rights under 5 CFR 432 and 752. Temporary IHS employees, Bureau of Indian Affairs Excepted employees and other Indian Preference candidates will be evaluated under the Excepted Service Examining Plan.
- PHS Commissioned Officers:** PHS Commissioned Officers may indicate their interest in being considered by submitting a resume' or curriculum vitae. It is the responsibility of the officer to submit sufficient information as stated on the "How to Apply" page to permit this office to determine whether the officer meets the qualification requirements.
- Delegated Examining Authority:** Any U.S. Citizen **NOTE:** if you're a current Competitive status employee you may indicate on your application your request to be considered under DEA and Merit Promotion or **BOTH**.

APPLICATIONS AND RELATED DOCUMENTS MAY BE FAXED IN AND ALL APPLICATIONS MUST BE RECEIVED AT THE ABOVE ADDRESS/FAX NUMBER BY 4:30P.M. BEFORE OR ON THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT. THERE WILL BE NO EXCEPTIONS TO THIS RULE.

THE INDIAN HEALTH SERVICE IS COMMITTED TO EQUAL EMPLOYMENT WITHOUT REGARD TO RACE, RELIGION, COLOR, GENDER, NATIONAL ORIGIN, AGE, DISABILITY OR SEXUAL ORIENTATION. HOWEVER, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25 U.S.CODE, SECTION 472 AND 473), PREFERENCE FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES.

If this is being announced for the Commuting Area relocation expenses will not be paid. Employees who wish to relocate to the Billings Area for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.

CANDIDATES MUST MEET TIME AFTER COMPETITIVE APPOINTMENT, TIME IN GRADE, LEGAL, REGULATORY, QUALIFICATION REQUIREMENTS BY THE CLOSING DATE OF THE VACANCY ANNOUNCEMENT.

THE FOLLOWING SPECIAL HIRING AUTHORITIES MAY ALSO BE UTILIZED: Handicapped individuals, of former Peace Corps, VISTA, VRA eligible and 30% disabled veterans. Individuals who have special priority selection rights under the CTAP and ICTAP must be well qualified for the position to receive consideration. CTAP and ICTAP eligible candidates must be considered well qualified if: (1) Possesses the knowledge, skills and abilities which clearly exceed the minimum qualification requirements for the position. (2) Meets the basic qualification standards and eligibility requirements for the position. (3) Meets selective placement factor. (4) Be rated above minimally

qualified candidates in accordance with the Indian Health Service Merit Promotion Plan. (5) Is physically qualified. **DEFINITION OF WELL-QUALIFIED, AS DETERMINED IN THE BILLINGS AREA INDIAN HEALTH SERVICE:** Rating out at meeting at least a 3 or 4 on the majority of the KSA's for the position being filled. **EXAMPLE:** If there are 5 KSA's the applicant must have at least a 3 or 4 on three of the KSA's in order to be considered WELL QUALIFIED. CTAP and ICTAP candidates seeking eligibility must submit a copy of the agency notice, most recent performance rating and most recent SF-50 noting position, grade level and duty location. Please indicate on your application if you are applying as a CTAP or ICTAP eligible. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CONDITIONS OF EMPLOYMENT:

- A. Selectee will be required to sign an OF-306, Declaration for Federal Employment form certifying to the accuracy and truthfulness of the information provided in their application.
- B. All positions in the Billings Area Indian Health Service are covered by P.L. 101-630. Selectee will be required to complete an SF-85, Questionnaire for Non-Sensitive Positions (Background Record Check, CNACI) at the time of appointment. A favorable determination on your CNACI is required to continue to be eligible for employment.
- C. Male applicants born after December 31, 1959, will be required to complete the certification documentation to confirm their Selective Service registration status.
- D. The U.S. Department of Justice Immigration and Naturalization Service by act of Congress requires that all individuals appointed to a position MUST present proof of employment eligibility by completing Verification of Employment Eligibility Form (INS I-9) at time of appointment.
- E. If selected, immunization for such illness as found necessary by the Billings Area. Individuals may also be required to be tested for tuberculosis.

DUTIES AND RESPONSIBILITIES: Plans and assigns work to subordinate, leads physician recruitment for Service Unit, sets priorities, establishes goals and objectives and schedules, for completion of work (considering the difficulty of the assignments and capabilities of the employees), gives advice, counsels or instructs individual employees on both technical and administrative matters. Communicates and represents the opinions, policies, concerns, needs and grievances of the medical staff to the Clinical Director, the Governing Body, the Chief Executive Officer and officials of the staff. Interviews and examines patients, reviews past medical history, and request and/or performs diagnostic test and examination deemed necessary to obtain all possible information related to each case.

SELECTIVE PLACEMENT FACTOR: Selective factors are knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. **APPLICANTS WHO DO NOT MEET THE FOLLOWING SELECTIVE PLACEMENT FACTOR ARE INELIGIBLE FOR FURTHER CONSIDERATION: APPLICANTS MUST POSSESS AND MAINTAIN A CURRENT, ACTIVE, AND UNRESTRICTED MEDICAL LICENSE IN A STATE, DISTRICT OF COLUMBIA, THE COMMONWEALTH OF PUERTO RICO, OR A TERRITORY OF THE UNITED STATES.**

IF APPLICABLE, SELECTED INDIVIDUAL IS REQUIRED TO OBTAIN AND MAINTAIN MEDICAL STAFF CLINICAL PRIVILEGES. IF PRIVILEGES ARE NOT OBTAINED OR MAINTAINED DURING EMPLOYMENT, THE EMPLOYEE MAY BE SUBJECT TO ADVERSE ACTIONS, UP TO AND INCLUDING REMOVAL FROM THE FEDERAL SERVICE

QUALIFICATION REQUIREMENT: Except for the substitution of education as provided in the Operating Manual Qualification Standards for General Schedule Positions, applicants must meet the following basic requirements in addition to the following types of experience, in the amounts indicated.

BASIC REQUIREMENTS: Degree: Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. [A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG) (or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country).]

Graduate Training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training. For purposes of this standard, graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada. Listings of accredited programs are published yearly in the *Directory of Residency Training Programs* and the *Yearbook and Directory of Osteopathic Physicians*.

- An *internship program* involves broadly based clinical practice in which physicians acquire experience in treating a variety of medical problems under supervision (e.g., internal medicine, surgery, general practice, obstetrics-gynecology, and pediatrics). Such programs are in hospitals or other institutions accredited for internship training by a recognized body of the American Osteopathic Association (AOA).
- A *residency program* involves training in a specialized field of medicine in an institution accredited for training in the specialty by a recognized body of the American Medical Association (AMA) or AOA.
- A *fellowship program* involves advanced training (beyond residency training) in a given medical specialty in either a clinical or research setting in a hospital or other institution accredited in the United States for such training.

Licensure: For positions involving patient care, candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Applications will be accepted from physicians who are not currently licensed; however, if selected for appointment, they must (a) obtain a license before entering on duty, or (b) meet one of the following provision: **Appointments Pending Meeting Licensure Requirement:** Individual circumstances may warrant appointments pending meeting the licensure requirement (e.g., when a candidate has a temporary license to practice until the next regular session of the licensing board). Persons appointed pending licensure may not be retained beyond 1 year of appointment if they do not obtain the license.

Additional Requirements: The requirements below are grouped according to types of programs-clinical and training, aviation medical, occupational health, disability evaluation, maternal and child health, and research.

- **Clinical and Training Programs-**Within Federal clinical and training programs, a distinction is made between general practice and specialist positions. General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures. Graduate training and experience must, therefore, be well rounded. Specialist positions require graduate training and experience related to the specialty and subspecialty of the position to be filled. Experience may not be substituted for training essential for performing specialized duties. The length and content of residency programs depends upon the specialization and requirements of recognized accrediting American medical specialty boards. These boards are authorized to conduct examinations to determine the competence of physicians in the specialty, to issue certificates of qualification, to participate in evaluating the quality of residency programs, and to determine the requirements for certification.

SPECIALIZED EXPERIENCE: One year of experience at the GS-14 level. Examples of specialized experience are: plans and assigns work to subordinate, establishes goals and objectives and schedules, gives advice, counsels or instructs individual employees on both technical and administrative matters. Communicates and presents the opinions, policies, concerns, needs and grievances of the medical staff. Interviews and examines patients, reviews past medical history, and request and/or performs diagnostic test and examination deemed necessary to obtain all possible information related to each case.

PHYSICAL REQUIREMENTS: Candidates must have the capacity to perform the essential functions of the position without risk to themselves or others. In most cases, a specific medical condition or impairment will not automatically disqualify a candidate. A physical condition or impairment may be disqualifying if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position

EMPLOYMENT INTERVIEWS: Applicants may be required to demonstrate in a pre-employment interview that they possess the personal qualifications necessary for successful performance.

UNPAID AND VOLUNTEER EXPERIENCE: The experience requirements may be satisfied with pertinent unpaid or volunteer work.

BASIS OF RATING: There is no written test. Candidates will be rated on a scale of 70 to 100, based on the extent and quality of your education, experience, and training as they relate to the duties of the position and grade your applying for. Your rating will be based on the information on your application and on any additional information obtained by this office. You will be rated for all grade levels for which you qualify and indicate you will accept. Indian preference candidates will be rated against the Preston Standards. **Specialized Experience:**

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated to determine the extent to which their education, work related experience, training, awards, professional recognition and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics, (KSAP's) required to perform the duties and responsibilities described above. **Applicants are encouraged to address the following KSAP's on a separate sheet attached to their application.**

KSAP'S SUPPLEMENTAL QUESTIONNAIRE

- 1) Ability to provide leadership.
- 2) Ability to plan and organize.
- 3) Ability to make decisions.
- 4) Ability to be resilient.
- 5) Ability to manage program activities of a complex health care delivery system.
- 6) Ability to teach others.
- 7) Knowledge of diagnostic and therapeutic interventions in health care delivery.


The above KSAP's will be the basis for determining which applicants are best qualified.

Additional/alternate selection may be made within 90 days of the date the selection certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

FOR INFORMATION CONTACT Natanya Riggs AT (406) 247-7246. ALL APPLICATIONS ARE SUBJECT TO RETENTION, NO REQUESTS FOR COPIES WILL BE HONORED.

THIS IS AN AEP TARGETED POSITION: YES ☐ NO ☒
THE BILLINGS AREA INDIAN HEALTH SERVICE IS A SMOKE FREE WORK ENVIRONMENT®


HUMAN RESOURCES OFFICER
5/16/06
DATE


PROGRAM MANAGER
5/16/06
DATE

HOW TO APPLY

NOTE: It is the Applicant's responsibility to ensure they have submitted a complete application.

Choose one of the following forms to apply for this job.

Please submit one application or resume for each job you are applying for.

Optional Application for Federal Employment (OF-612)

Application for Federal Employment (SF-171)

Resume or Other written application

All applicants must ensure the application you submit contains the following required documentation. Failure to submit all required documentation with your application will result in your application being incomplete. Applicants with incomplete applications will not be considered for the position.

Your resume or other application format **MUST** contain the following information:

- ❖ **QUESTIONNAIRE FOR CHILD CARE POSITIONS BY THE CRIME CONTROL ACT OF 1990** must be submitted by **ALL** applicants. A **YES** to any of the questions may remove you from competition.
- ❖ **JOB INFORMATION**
 - Announcement number and lowest grade you wish to be considered for.
 - To receive consideration under the Merit Promotion Plan and the Excepted Service Examining Plan you must submit a written request with your application.
- ❖ **PERSONAL INFORMATION**
 - Full name, mailing address (with zip codes), day and evening telephone numbers.
 - Social Security Number
 - Country of citizenship
 - ***Do any of your relatives work for the Agency or Government organization to which you are submitting your application? If so, please list name, relationship, location.***
- ❖ **EDUCATION**
 - **Official Transcripts must be submitted**
- ❖ **WORK EXPERIENCE** - Give the following for your paid and non-paid work experience related to the job for which you are applying:
 - Job title
 - Duties
 - Employer/Supervisor's name, address and/or telephone number
 - Starting and ending dates of employment must include - month and year
 - ***Average hours worked per week***
 - Indicate if we may contact your current supervisor
- ❖ **OTHER QUALIFICATIONS**
 - Job related training courses (title and year)
 - Job related skills, for example: other languages, computer software/hardware, tools, machinery, typing speed
 - Job related certificates and licenses (if you are a licensed medical professional, submit a copy of your license to practice)
 - Honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards

Submit the following documents along with your chosen application format if you are in **any** of the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE Excepted Service Examining Plan	VETERAN PREFERENCE	FEDERAL EMPLOYEE Merit Promotion Plan (Current, Former, or Displaced Employees)	DELEGATED EXAMINING (Outside of the Federal Government)
Current Billet description (if available) Submit a copy of your most recent Commissioned Officer Effectiveness Rating (COER).	Verification of Indian Preference for Employment – must submit (BIA Form 4432) Current Billings Area IHS employees may state that proof of Indian preference is on file in their Official Personnel Folder. Current or former federal employee must submit most recent FINAL performance appraisal rating.	DD-214 Form (Honorable Discharge) Form SF-15, if claiming 10-point preference (must submit additional required documents listed on the SF-15) Must be submitted to receive preference.	Current Federal Employees or Reinstatement Eligible Individuals must submit Notification of Personnel Action SF50-B, which shows #24 Tenure and #34 Position Occupied . Current Permanent Employees and Reinstatement Eligible Individuals must submit most recent FINAL performance appraisal rating. If No Performance Appraisal is available, applicants must provide written justification for its absence.	Current Federal Employees or Reinstatement Eligible Individuals must write on their application that they wish to be considered under Delegated Examining. If this statement is not on the application and an SF-50 is received, the applicant will be considered under the Merit Promotion Plan.

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____

(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES _____ NO _____

[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?
YES _____ NO _____

[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant=s Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**

FORM APPROVED: O.M.B. NO. 0917-0028

Expires 02/28/2009